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By Hand  
SECRET

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300150042-5

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	Records Mgt.		
2	Rm. 209		
3			
4			
5			
FROM		INITIALS	DATE
1		<i>BJ.</i>	2/21/55
2	1039 Alcott Hall		
3			

APPROVAL

INFORMATION

SIGNATURE

ACTION

DIRECT REPLY

RETURN

COMMENT

PREPARATION OF REPLY

DISPATCH

CONCURRENCE

RECOMMENDATION

FILE

Remarks:

Attached are copies of two (2) Weekly Activity Reports furnished the DDS on 15 January 1955 and 5 February 1955, which are furnished per your request to the Deputy Comptroller this date.

Please return as soon as these have served your purpose as we have no other file copy. Thanks

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(40)

FORM NO. 30-4  
1 NOV 53

Previous editions may be used.

U. S. GOVERNMENT PRINTING OFFICE

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~~SECRET~~maximum 8 pages  
Memorandum 6 "

5 February 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Weekly Activity Report

1. Arranged for a meeting in which Messrs. Hart Perry and Lyman Hamilton of the Bureau of the Budget were briefed on the activities of the EE Division by Mr. Bress, Chief, EE Division and his staff. The major point developed during the course of this briefing revolved around the representation of the DD/P complex in the OCB working group. Questions were raised as to whether the EE Division had been given an adequate opportunity to provide their comments concerning certain OCB papers prior to their consideration by OCB Planning Board. The briefing that was planned for Thursday, 3 February, on the NE Division was cancelled at the request of the Bureau of the Budget representatives and has been rescheduled for Tuesday, 15 February at 2:00 p.m.

2. Substantial progress was made in the preparation of the material for the Congressional Budget. Spread sheets have been duplicated and are now available, and approximately three-fourths of the Congressional Budget material is now in the hands of Reproduction. This material should be returned to us early next week.

3. A short list of projects for use in the Congressional Budget was completed and will be available for discussions in connection with the Congressional Budget.

4. Due to the frequent turnover of card punch operators in the Machine Records Division tentative arrangements have been made with the Interim Assignment Section to recruit and maintain a pool of about five card punch operators for assignment to the Office of the Comptroller. In the event, upon security clearance, there is no slot available in the Office of the Comptroller, the operator will be released for assignment to other Offices.

5. The Chief, TAS and Deputy Comptroller together with representatives of the IO Division met with [redacted] Comptroller and Business Manager, to discuss the withdrawal of [redacted] from this project. Arrangements were made for his withdrawal effective 15 February 1955, and for his utilization in developing accounting procedures for two other Agency projects and subsequently his assignment to training courses offered by the Office of Training.

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6. A member of TAS has developed in collaboration with the Chief, Special Purchase Branch and the Finance Division a revised schedule for the Chief, Special Purchase Branch to use in supporting accountings submitted in connection with funds advanced to him for covert purchases. The revised schedule was desired as a result of a vendor's offering to return to the Chief, Special Purchase Branch a cash discount refund (10%) once a month upon the presentation of evidence of purchases. In order for the Finance Division to establish accounting control over the "discounts due" as purchases are reported, a column was provided on the revised schedule whereby the Finance Division would establish as accounts receivable amounts equal to the discounts earned pending collection by the Chief, Special Purchase Branch. There is no control method that could be established to make sure that all such discounts are reported. The Office of the Comptroller has to rely on the integrity of the personnel effecting such purchases to report all discounts received.

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E. R. SAUNDERS  
Comptroller

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15 January 1955

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Weekly Activity Report

1. Informal discussions were held with the Bureau of the Budget concerning the working group report on the proposed financing of Intelligence Activities. Representatives of the Bureau of the Budget were briefed on the activities of the FI Staff on Tuesday, 11 January, and on the activities of the TBS Staff on Thursday, 13 January. Mr. Macy attended the briefing on FI Staff Activities, while Messrs. [redacted] attended both of the briefings. The present schedule calls for briefing of the Bureau of the Budget representatives on war plans and the activities in the WH Division during this coming week.

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2. Meetings were held with case officers and other representatives of the ID/P area to discuss the form and submission of the operating budgets for the fiscal year 1956 on Projects [redacted]. It is planned to arrange meetings with representatives of these projects during the course of the next week or ten days, in order to review with them the Agency requirements for the operating budget for the fiscal year 1956. Due to the Agency requirements, particularly in the DD/P area, it is planned to request these projects to submit their operating budgets by the early part of April. Although this may cause some problems, it is believed that substantial compliance with their request can be worked out.

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3. Arrangements have been made with ID/P-Admin. to notify the appropriate senior representatives of the planned visit of Mr. Macy of the Bureau of the Budget. Mr. Macy has indicated that he wishes to discuss our operations with the senior representatives, particularly regarding program trends, project developments, and inter-Agency coordination in the field. He has also indicated that he wishes to discuss similar matters with Ambassadors and appropriate Embassy staff members. His itinerary will run from 22 January through 13 February and will include [redacted]

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4. A number of the Technical Accounting Staff attended a meeting with a representative of ID/P-Admin. for the purpose of discussing the proposed EB [redacted] Financial Control Procedures for Property (Manual Method) and proposed EB [redacted] Allotment Control Procedures for Transportation of Things. There did not appear to be any major objections to either handbook and it is contemplated that favorable comments would be received in the near future.

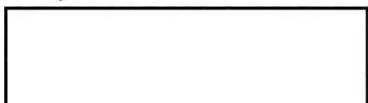
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5. The Inspection and Review Staff has requested the detail of a Finance Officer for a period of approximately three weeks to assist in survey of the DD/P area, particularly as the survey pertains to advances. [redacted] of Finance Division has accordingly been detailed to IAR and is presently on duty in that Division.



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**E. R. SAUNDERS**  
Comptroller

RHF:gmk

Distribution:

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1 - Signer's ✓

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